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OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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11 January 2018

MEMORANDUM NO. NGY 18 - 08

FOR : Chancellors
Director, UP PGH

THROUGH : Vice Chancellors for Administration

ATTENTION : HRDO Directors/Heads

SUBJECT : **Use of Human Resources Information System (HRIS)
for Generation and Assignment of Employee Numbers**

Effective 15 January 2018, the HRIS-generated number shall be the sole source of Employee Numbers. Hence, legacy systems or conventions of CUs shall no longer be used to generate and assign employee numbers for records that will be created starting the said effectivity date.

The nine (9)-digit Employee Number from HRIS is automatically generated in the system once the record of the employee has been created through the HRDO access.

For technical assistance, please contact the UIS-HRIS team through email: hris@up.edu.ph or telephone number (02) 981-1011 VoIP 4470.

Nestor G. Yunque
NESTOR G. YUNQUE
Vice President for Administration

cc: Mr. President
Executive Vice President
Vice Presidents
Secretary of the University

NOTED:

Arlene A. Samaniego
ARLENE A. SAMANIEGO, MD
Vice Chancellor for Administration
12 JAN 2018

Federacion de IPRKO.
An 16 Jan '18